



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Auditor I

Details

Job ID : 279

Title : Auditor I

Job Code : 903

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Auditing Services

Purpose

RESPONSIBLE FOR MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING POLICIES AND PROCEDURES.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN ACCOUNTING
- 2 YEARS OF EXPERIENCE MUST BE IN ACCOUNTING

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- PERFORMS FIELD VISITS TO EXAMINE CIRCUIT CLERKS' ACCOUNTING RECORDS
- REVIEWS SUMMARY FINANCIAL REPORTS FOR ACCURACY
- ASSISTS CIRCUIT CLERKS WITH INTERPRETATION OF ACCOUNTING MANUAL
- CONDUCTS FINANCIAL RECORD AND PROCEDURAL AUDITS OF CIRCUIT CLERKS, MASTER COMMISSIONERS, DOMESTIC RELATION COMMISSIONERS, AND INTERNAL AOC DEPARTMENTS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Auditor II

Details

Job ID : 280

Title : Auditor II

Job Code : 1003

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Administrative Services - Auditing Services

Purpose

RESPONSIBLE FOR MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING POLICIES AND PROCEDURES.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS AUDITOR I
- 4 YEAR COLLEGE DEGREE MUST BE IN ACCOUNTING

Job Skills/Abilities

- THOROUGH UNDERSTANDING OF CURRENT CASH MANAGEMENT SYSTEM
- GOOD COMMUNICATION SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- REVIEW LEGISLATION
- RECOMMEND CHANGES IN ACCOUNTING MANUAL
- PERFORMS FIELD VISITS TO EXAMINE CIRCUIT CLERKS' ACCOUNTING RECORDS
- REVIEWS SUMMARY FINANCIAL REPORTS FOR ACCURACY
- ASSISTS CIRCUIT CLERKS WITH INTERPRETATION OF ACCOUNTING MANUAL
- CONDUCTS FINANCIAL RECORD AND PROCEDURAL AUDITS OF CIRCUIT CLERKS, MASTER COMMISSIONERS, DOMESTIC RELATION COMMISSIONERS, AND INTERNAL AOC DEPARTMENTS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Bookkeeping Specialist I

Details

Job ID : 381

Title : Bookkeeping Specialist I

Job Code : 833

Salary : \$2,185.00 (Hourly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Auditing Services

Purpose

RESPONSIBLE FOR ASSISTING WITH AND MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING MANUALS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Work Experience

Job Required Knowledge

- 5 YEARS WORK EXPERIENCE MUST INCLUDE AT LEAST 2 YEARS IN BOOKKEEPING

Job Skills/Abilities

- MUST BE ABLE TO TRAVEL STATEWIDE
- EXCELLENT COMMUNICATION SKILLS
- ADVANCED COMPUTER SKILLS

Job Duties

- PERFORMS DUTIES OF A DEPUTY CLERK BOOKKEEPER IN EMERGENCY SITUATIONS
- TRAINS DEPUTY CLERKS ON THE AUTOMATED BOOKKEEPING SYSTEM
- ASSISTS CIRCUIT CLERKS' OFFICES IN CORRECTING AUDIT FINDINGS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Bookkeeping Specialist II

Details

Job ID : 382

Title : Bookkeeping Specialist II

Job Code : 933

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Auditing Services

Purpose

RESPONSIBLE FOR ASSISTING WITH AND MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING MANUALS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS BOOKKEEPING SPECIALIST I

Job Skills/Abilities

- MUST BE ABLE TO TRAVEL STATEWIDE
- EXCELLENT COMMUNICATION SKILLS
- ADVANCED COMPUTER SKILLS

Job Duties

- PERFORMS DUTIES OF A DEPUTY CLERK BOOKKEEPER IN EMERGENCY SITUATIONS
- TRAINS DEPUTY CLERKS ON THE AUTOMATED BOOKKEEPING SYSTEM
- ASSISTS CIRCUIT CLERKS' OFFICES IN CORRECTING AUDIT FINDINGS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Bookkeeping Specialist III

Details

Job ID : 383

Title : Bookkeeping Specialist III

Job Code : 1033

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Administrative Services - Auditing Services

Purpose

RESPONSIBLE FOR ASSISTING WITH AND MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING MANUALS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS BOOKKEEPING SPECIALIST II

Job Skills/Abilities

- MUST BE ABLE TO TRAVEL STATEWIDE
- EXCELLENT COMMUNICATION SKILLS
- ADVANCED COMPUTER SKILLS

Job Duties

- PERFORMS DUTIES OF A DEPUTY CLERK BOOKKEEPER IN EMERGENCY SITUATIONS
- TRAINS DEPUTY CLERKS ON THE AUTOMATED BOOKKEEPING SYSTEM
- ASSISTS CIRCUIT CLERKS' OFFICES IN CORRECTING AUDIT FINDINGS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED